



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

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SACRAMENTO, CA  
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**JACK O'CONNELL**

State Superintendent of  
Public Instruction

PHONE: (916) 319-0800

Date: January 30, 2004

To: Special Education Local Plan Area Administrators (SELPA)  
State Operated Programs for the Disabled (SOP)

From: Dr. Alice D. Parker, Ed. D  
Assistant Superintendent of Public Instruction  
Director, Special Education Division

Subject: 2003-04 Special Education Personnel Data Report

Attached are the Special Education Personnel Data Report forms and instructions for the 2003-04 school year. These reports are required by the California Department of Education (CDE) in order to comply with the reporting requirements under the Individuals with Disabilities Education Act (IDEA).

Please complete these forms or enter data in the electronic version of the form as of December 1, 2003. Read the instructions in this package carefully before completing the forms.

**PLEASE NOTE:**

This year, included in the CASEMIS software is a module named Personnel Data Report 2003-04. This module will allow SELPAs/SOPs to submit their personnel data to state electronically. SELPAs/SOPs are encouraged to use the electronic format rather than the paper forms.

All completed files/forms are due to CDE by Friday, March 12, 2004. A complete set shall include one SELPA/SOP form and one district/site form for each district/site in the SELPA/SOP. You may revise your data through Friday, March 26, 2004. Make sure that the reported data are accurate. Please send the electronic version of these data to [casemis@cde.ca.gov](mailto:casemis@cde.ca.gov)

You may mail completed and certified paper forms to:

California Department of Education  
Special Education Division  
Assessment, Evaluation, and Support Unit  
1430 N Street, Suite 2401  
Sacramento, CA 95814

If you have any questions regarding these forms and instructions, please contact Andrew Waskiewicz at [awaskiew@cde.ca.gov](mailto:awaskiew@cde.ca.gov) or (916) 327-3685 or Penny Mak at [casemis@cde.ca.gov](mailto:casemis@cde.ca.gov) or (916) 327-3651 in the Assessment, Evaluation and Support Unit.

## SPECIAL EDUCATION PERSONNEL DATA REPORT: 2003-04

### SELPA REPORT

**SELPACODE:** \_ \_ \_ \_ **SELPA NAME:** \_\_\_\_\_

**ADMINISTRATIVE UNIT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TELEPHONE NO:** \_\_\_\_\_

#### CERTIFICATION:

I certify that the personnel data on the enclosed pages for the 2003-04 school year for the above SELPA and the districts within the SELPA have been accurately reported following all applicable laws, regulations, and the instructions provided by CDE.

**SIGNATURE OF AUTHORIZED OFFICIAL:** \_\_\_\_\_

**TITLE OR PERSON:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

#### IMPORTANT NOTES:

- The data shall be reported as of **DECEMBER 1, 2003**.
- All completed forms are due to the CDE by **FRIDAY, MARCH 12, 2004**.
- Any revision of data must be received by CDE by **FRIDAY, MARCH 26, 2004**.
- SELPA (not the district) shall submit an electronic version or deliver all completed forms to CDE as follows:

California Department of Education  
Special Education Division  
Attn: Assessment, Evaluation, and Support Unit  
1430 N Street, Suite 2401  
Sacramento, CA 95814

SELPA Code: \_ \_ \_ \_

SELPA Name: \_\_\_\_\_

## SPECIAL EDUCATION PERSONNEL DATA REPORT: 2003-04

### SELPA Total

PERSONNEL CATEGORY	L I N E	EMPLOYED/CONTRACTED		Vacant Positions (C)
		Fully Certified (A)	Not Fully Certified (B)	
<b>Number of Sp. Ed. Instructors/Teachers</b>				
Infant Program (Ages 0-2)	01			
Preschool Program (Ages 3-5)	02			
Resource Specialist/Teacher (K-22)	03			
Special Day Class Instructor/Teacher (K-22)	04			
Other Certificated Instructor/Teacher (K-22)	05			
<b>Other Sp. Ed. Personnel (Presch – Age 22)</b>				
Vocational Education Specialist	06			
Adapted Physical Education Specialist	07			
Work-Study Coordinator	08			
Psychologist	09			
School Social Worker	10			
Occupational Therapist	11			
Audiologist	12			
Teacher Aide	13			
Recreation/Therapeutic Recreation Specialist	14			
Diagnostic and Evaluation Staff	15			
Physical Therapist	16			
Counselor	17			
Speech Pathologist	18			
Supervisor/Administrator	19			
Interpreter	20			
Rehabilitation Counselor	21			
Other Professional Staff	22			
Non-Professional Staff	23			
<b>TOTAL (Lines 1-23)</b>	24			

SELPA Code: \_ \_ \_ \_ SELPA Name: \_\_\_\_\_

District Code: \_ \_ \_ \_ \_ District Name: \_\_\_\_\_

SPECIAL EDUCATION PERSONNEL DATA REPORT: 2003-04

District Total

PERSONNEL CATEGORY	L I N E	EMPLOYED/CONTRACTED		Vacant Positions (C)
		Fully Certified (A)	Not Fully Certified (B)	
<b>Number of Sp. Ed. Instructors/Teachers</b>				
Infant Program (Ages 0-2)	01			
Preschool Program (Ages 3-5)	02			
Resource Specialist/Teacher (K-22)	03			
Special Day Class Instructor/Teacher (K-22)	04			
Other Certificated Instructor/Teacher (K-22)	05			
<b>Other Sp. Ed. Personnel (Presch – Age 22)</b>				
Vocational Education Specialist	06			
Adapted Physical Education Specialist	07			
Work-Study Coordinator	08			
Psychologist	09			
School Social Worker	10			
Occupational Therapist	11			
Audiologist	12			
Teacher Aide	13			
Recreation/Therapeutic Recreation Specialist	14			
Diagnostic and Evaluation Staff	15			
Physical Therapist	16			
Counselor	17			
Speech Pathologist	18			
Supervisor/Administrator	19			
Interpreter	20			
Rehabilitation Counselor	21			
Other Professional Staff	22			
Non-Professional Staff	23			
<b>TOTAL (Lines 1-23)</b>	24			

## INSTRUCTIONS FOR THE PERSONNEL DATA REPORTS

Each special education local plan area (SELPA) and state-operated program (SOP) for the disabled completing these forms shall follow these instructions. Unless otherwise specified, these instructions apply to both forms in this package. Any reference to SELPA in these instructions includes SOP as well. Specific instructions for completing these forms are provided below.

### A. GENERAL

1. Procedures for gathering data for these forms shall be documented and maintained in the SELPA or SOP offices for on-site verification by the California Department of Education (CDE) or other state and federal agencies.
2. This package contains one form for the SELPA and one for the district/site. Please be sure to write the four-digit SELPA code on each page and the seven-digit district/site code on the district/site pages.
3. A SELPA may report personnel in the SELPA central office using a district form. In such case the seven-digit district code in the form shall be two-digit county code, followed by five zeros.
4. The ***SELPA Total*** form must be the total of all district forms.
5. Questions on these forms shall be directed to Assessment, Evaluation, and Support Unit at (916) 327-3685 or (916) 327-3651.

### B. TIMELINES AND DELIVERY OF FORMS OR DATA FILE

1. The completed forms shall be received by CDE by **FRIDAY, MARCH 12, 2004**.
2. All completed forms must accompany the Certification Page, duly completed by an authorized official of the SELPA.
3. SELPAs may revise their data through **FRIDAY, MARCH 26, 2004**. Note that all revisions must be **received** (not postmarked) by CDE by that date. No revisions will be accepted after March 26, 2004.

4. SELPAs (not districts) shall submit an electronic version or deliver all completed forms to CDE as follows:

California Department of Education  
Special Education Division  
Assessment, Evaluation and Support Unit  
1430 N Street, Suite 2401  
Sacramento, CA 95814

The forms may be faxed to CDE at (916) 327-3730.

5. Data from these forms may also be send as a data table or file according to the following structure (DBF file format) for each category of personnel, including TOTAL (line 24).

Field	Field Name	Type	Width	Decimal
1	SELPA	Character	4	
2	DISTRICT	Character	7	
3	CATEGORY	Numeric	2	
4	COL_A	Numeric	8	2
5	COL_B	Numeric	8	2
6	COL_C	Numeric	8	2

The SELPA may submit one file containing personnel data from all districts or sites within the SELPA. The file may contain data for only those line numbers or **Personnel Category** that have a non-zero entry in the form.

6. The 2003-04 version of the CASEMIS software contains a shell of the Personnel data table for creating and submitting the Personnel Data for a SELPA and the districts in the SELPA. You may access this feature from the TOOLS menu bar. Select the Personnel icon and input personnel data for your SELPA and districts according to the requirements in these instructions. The name for this shell is Pers Data.dbf.
7. The electronic version of the personnel data shall be sent via e-mail to: casemis@cde.ca.gov.

### C. SPECIFIC INSTRUCTIONS FOR COLUMNS

Report the number of personnel under appropriate column headings as defined below in full-time equivalent (FTE) of assignment by each type listed under the **Personnel Category**. You may use **up to two decimal places** for each number.

- Column A: **Fully Certified.** Report the number of FTE personnel employed or contracted to provide special education and related services **on or about December 1, 2003** who had appropriate State certification, credential or licensure for the position held. Use this column to report staff in personnel categories that do not require certification, credential or licensure, if the staff meets existing State standards or requirements for the position held. This may include persons who hold preliminary credential to provide instruction. Also use this column if No State requirements exist for a particular position.
- Column B: **Not Fully Certified.** Report the number of ***not fully certified FTE personnel employed or contracted*** to provide special education and related services **on or about December 1, 2003**, who were employed on an emergency, provisional, waiver or other basis, if they did not hold standard State certification, credential or licensure for the position to which they were assigned, or if they did not meet other existing state requirements for the position. This includes persons who do not hold a credential or license to provide instructions. This includes long-term substitutes.
- Column C: **Vacant Positions.** Report the number of unfilled vacancies in ***funded*** positions that existed **on or about December 1, 2003**. Do not count personnel included as employed/not fully certified. Do not count vacancies for which funds were not available.

#### D. SPECIFIC ROW INSTRUCTIONS

##### **Special Education Instructors/Teachers:**

Enter the total number of special education teachers or instructors providing special education services to children in specific program or age group in the district/site. This includes personnel who are employed or contracted, including contracted service providers such as, nonpublic agencies (NPA). It does not include employers of other agencies such as California Children Services or Department of Mental Health.

*Line 01: Infant Program (Ages 0-2):* Enter the total number of teachers or instructors employed or contracted to work with children with disabilities in infant program, primarily for ages 0-2.

*Line 02: Preschool Program (Ages 3-5):* Enter the total number of teachers or instructors employed or contracted to work with children with disabilities in preschool program, primarily for ages 3-5.

*Line 03: Resource Specialist (K-22):* Enter the total number of resource specialists employed or contracted to provide special education and related services to children

with disabilities from kindergarten through age 22. **Do NOT include regular education teachers who work with disabled children.**

*Line 04: Special Day Class Instructor/Teacher (K-22):* Enter the total number of special day class teachers/instructors employed or contracted to provide special education and related services to children with disabilities from kindergarten through age 22. **Do NOT include regular education teachers who work with disabled children.**

*Line 05: Other Certificated Instructor/Teacher (K-22):* Enter the total number of other certificated instructors/teachers employed or contracted to provide special education and related services to children with disabilities from kindergarten through age 22. This may include home/hospital instructor, severe disorder of language teacher, inclusion specialist, integration resource teacher, and any other teacher involved in direct instruction. **Do NOT include regular education teachers who work with disabled children.**

*Line 06: Vocational Education Specialist:* Enter the total number of vocational education specialists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 07: Adapted Physical Education Specialist:* Enter the total number of adapted physical education specialists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 08: Work-study coordinator:* Enter the total number of work-study coordinators employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 09: Psychologists:* Enter the total number of psychologists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22. This shall include only non-counseling services provided by a school psychologist.

*Line 10: School Social Worker:* Enter the total number of social workers employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 11: Occupational Therapist:* Enter the total number of occupational therapists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 12: Audiologist:* Enter the total number of audiologists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.



*Line 13: Teacher Aide:* Enter the total number of teacher aides employed or contracted to provide special education and related services to children with disabilities from

preschool through age 22. Do not include teacher aides in infant programs. This shall include all classified aides (e.g., health, behavior, RSP, SDC, in-home, etc.) who provide services to students with disabilities.

*Line 14: Recreation / Therapeutic Recreation Specialists:* Enter the total number of recreation/therapeutic recreation specialists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 15: Diagnostic and Evaluation Staff:* Enter the total number of diagnostic and evaluation staff employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 16: Physical Therapist:* Enter the total number of physical therapists employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 17: Counselor:* Enter the total number of counselors employed or contracted to provide special education and related services to children with disabilities from preschool through age 22. This shall include counseling services in special education or services related to IEP provided by a counselor, psychologist, social worker, and others.

*Line 18: Speech Pathologist:* Report the number of speech pathologists providing speech services to children with disabilities from preschool through age 22. Note that this category does not include severe disorder of language teachers.

*Line 19: Supervisor/Administrator:* Report the number of LEA supervisors or administrators providing special education and related services to children with disabilities from preschool through age 22.

*Line 20: Interpreter:* Enter the total number of interpreters employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 21: Rehabilitation Counselor:* Enter the total number of rehabilitation counselors employed or contracted to provide special education and related services to children with disabilities from preschool through age 22.

*Line 22: Other Professional Staff:* Enter the number of other professional staff providing special education and related services to children with disabilities from preschool through age 22. This may include program specialists, classified DIS provider, mobility

specialists, other certificated DIS provider, and any other licensed personnel who work with students with disabilities. This category shall include other certificated staff not specifically identified otherwise. Include personnel who provide specialized health services (nurses, psychiatrists, etc.), specialized food service, specialized pupil transportation, etc., and other occupational technicians for children with disabilities.

*Line 23: Non-professional staff:* Enter the total number of non-professional personnel not already reported and who provide special education and related services to children with disabilities from preschool through age 22. This shall include all classified staff not specifically identified otherwise and are paid out of special education funding.

*Line 24: Total:* Enter the total number of personnel providing special education and related services for children with disabilities in lines 01-23.